

Introduction

The “How to Respond to a Reverse Auction (RA)” Quick Reference Guide is designed to provide a Vendor the minimum steps necessary in responding to a Reverse Auction.

During a Reverse Auction, Vendors bid against each other downward for the win. Reverse Auctions are different from Standard Buy4Michigan solicitations because Vendors can view the Auction results as other Vendors respond. This allows Vendors to monitor the lowest cost and submit a new Quote that beats the lowest cost, just like an Auction.

Pre-requisites

Vendor must have the Seller Role.

Steps

Step 1:

a.) From the home screen once logged in, select the **Bids Tab**.

The page refreshes with a list of bids.

b.) Scroll down to the **Open Bids** section and click on the **View Auction** link.

Home - Welcome Back Isidra Chavez

News(1)

Vendor Communication(7)

Bids(460)

PO(2)

Quotes(19)

Invoices(0)

Vendor Performance(0)

Open Bids

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction
AGENCY15B0001962	Department of Technology Management and Budget		Isidra Chavez	Reverse Auction	10/22/2014 02:01:00 PM	View	View Auction
012315B0001959	Department of Training	C20150628-100000	Buy4Michigan ofm_student220	Mowing - 5 Counties	11/14/2014 03:00:00 PM	View	Create Quote

Step 2:

a.) Acknowledge the receipt by clicking the **Yes** button.

Acknowledge Receipt and View Solicitation

Bid #

AGENCY15B0001962

Bid Description

Reverse Auction

Click Yes to acknowledge the download of the bid. When you acknowledge a bid, you may receive any file. If you do not want to acknowledge click No, and the bid will be displayed. Do you want to continue?

Yes

No

Step3:

The Auction overview screen appears.

- View details & mark the **send email notification of outbid** check box if you want to receive an email notification of Outbid.
- Click the **Create Quote** button to create a response.

Here you can view the Bid Number, Bid Opening date, Time remaining, etc.

Note: If other quotes have been submitted, the Quote History buttons will display. Click either the **Auction Total History** or **Item Auction History** button as shown.

Bid AGENCY15B0001962 Auction [Back to Bid](#)

Header Information

Bid Number:	AGENCY15B0001962	Description:	Reverse Auction	Bid Opening Date:	
Soft Close Enabled:	No	Time Remaining On Auction:	9 minute 6 second	Last Lowest Quote Total	

Send Email Notification of Outbid: ☒

Vendor Quote List

No Quotes Returned.

Save & Exit Save & Continue **Create Quote** Exit

Bid AGENCY15B0001972 Auction [Back to Bid](#)

Header Information

Bid Number:	AGENCY15B0001972	Description:	Reverse Auction:	Bid Opening Date:	10/31/2014 11:30:00 AM
Soft Close Enabled:	No	Time Remaining On Auction:	21 minute 42 second	Last Lowest Quote Total	\$50,000.00

Send Email Notification of Outbid: ☒

Vendor Quote List

No Quotes Returned.

Save & Exit Save & Continue **Auction Total History** **Item Auction History** Create Quote Exit

Step 4:

The page refreshes to the **New Quote** page and defaults to the **General Tab**.

- Enter ALL required & necessary information as you would a standard Bid.

Note: Be sure to answer YES or NO at the bottom of the screen.

New Quote

General Items Subcontractors Notes Attachments Summary [Back to Bid](#)

Quote #:
 Organization:
 Status:
 Delivery Days:
 Is "No Bid":
 Shipping Terms:
 Ship Via Terms:
 Bid #:
 Department of Technology Management and Budget
 In progress
 Description*:
 Discount Percent:
 Alternate Bid:
 Freight Terms:
 Payment Terms:
 Please answer "yes" here if all items you are submitting a quote on are manufactured within the United States and the cost of domestic components exceeds 50% of all components. If you answer "No", please click each Item Number on the Items tab and indicate individually whether each item meets these criteria.*:
 Date Last Updated:
 Yes
 Save & Continue

Step 5:

- Select the **Items Tab**.
- Enter your **Unit Cost**.

Note: At the top of the page underneath the Items tab, you are

General Item Information Validation Warnings

- Your quote has not been submitted.

Quote 00001933 - IC LLC

General **Items** Subcontractors Notes Attachments Summary

<p>able to see the Minimum Bid Increment as a reminder.</p>	<p>Minimum Bid Increment: \$10.00</p> <table border="1"> <thead> <tr> <th>Item #</th> <th>Print Sequence</th> <th>Quantity</th> <th>UOM</th> <th>Unit Cost</th> <th>Discount %</th> <th>Tax Rate</th> <th>Freight</th> <th>Net Unit Cost (Extended Amount/Quantity)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1.0</td> <td>Food clothing service.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>10.0</td> <td>DOZ</td> <td>10000.00</td> <td>0.00</td> <td></td> <td>0.00</td> <td>\$10000.00</td> </tr> </tbody> </table> <p>Alternate Description:</p> <p>Save & Continue</p>	Item #	Print Sequence	Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Net Unit Cost (Extended Amount/Quantity)	1	1.0	Food clothing service.									10.0	DOZ	10000.00	0.00		0.00	\$10000.00
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		10.0	DOZ	10000.00	0.00		0.00	\$10000.00																				
<p>Step 6:</p> <p>a.) Select the Attachments Tab and upload necessary documents.</p>	<p>Quote 00001933 - IC LLC</p> <p>General Items Subcontractors Notes Attachments Summary Back to Bid</p> <p>Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.</p> <p>Click Add Attachment to add attachments.</p> <p>No Attachments</p> <p>Add Attachment</p>																											
<p>Step 7:</p> <p>a.) Select the Summary Tab.</p> <p>b.) Review your Information for accuracy.</p> <p>c.) Scroll down to the bottom of the page and click the Submit Quote button.</p> <p>d.) Click OK on the pop-up confirmation message.</p>	<p>Quote 00001933 - IC LLC</p> <p>General Items Subcontractors Notes Attachments(1) Summary Back to Bid</p> <p>Item Information</p> <p>Print Sequence # 1.0 : (200 - 28) Food clothing service.</p> <table border="1"> <thead> <tr> <th>Quantity</th> <th>UOM</th> <th>Unit Cost</th> <th>Discount %</th> <th>Tax Rate</th> <th>Freight</th> <th>Extended Amount</th> <th>Net Unit Cost (Extended Amount/Quantity)</th> </tr> </thead> <tbody> <tr> <td>10.0</td> <td>DOZ</td> <td>\$10,000.00</td> <td>0.0%</td> <td>0.0%</td> <td>\$0.00</td> <td>\$100,000.00</td> <td>\$10,000.00</td> </tr> </tbody> </table> <p>This product was manufactured within the United States and the cost of domestic components exceeds 50% of all components.: No</p> <p>Print Submit Quote Cancel Quote</p>	Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	Net Unit Cost (Extended Amount/Quantity)	10.0	DOZ	\$10,000.00	0.0%	0.0%	\$0.00	\$100,000.00	\$10,000.00											
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10.0	DOZ	\$10,000.00	0.0%	0.0%	\$0.00	\$100,000.00	\$10,000.00																					

Your status should now have a
Submitted status.

Quote 00001933 - IC LLC

General Items Subcontractors Notes Attachments **Summary** [Back to Bid](#)

Header Information

Quote #: 00001933

Bid #: [AGENCY15B0001962](#) Status: Submitted